

CLASSIFICATION CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

SRB 951 H

1. TITLE OF REPORT (if a fill-in report include Form No.)

951 H LIFE INS AGT NEW DED

2. TYPE OF REPORT	STATISTICAL
	HARRIET
	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

✓ PERSONNEL	TRAINING
LOGISTICS	SECURITY
MEDICAL	FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
Monthly	2

2

7. FORMAT (memorandum, form computer print-out, etc.)

✓ ADP PROCESSING	8. DIRECTIVE AUTHORITY REQUIRING REPORT
YES IF YES GIVE ADP PROCESSING NO.	

CP-O

NO

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

DCS/OPERATIONS

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS0633	4.21	.143	.60	12	7.20

B. COSTS OF COMPUTER PRODUCED REPORTS

			.05	12	.60
TOTAL COSTS PER YEAR					\$ 7.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

15. PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

 OTHER (explain)

CHANGE

DISCONTINUE

16. DATE OF INVENTORY

2 NOV 1970

ESTIMATED SAVINGS	
MAN-HOURS	DOLLARS

STAT

1b2

CLASSIFICATION

(22-26-12)